

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

**Occupational Category:**Managerial \_\_\_\_\_ Technical   X   Analytical   X  

Administrative \_\_\_\_\_ Clerical/Support \_\_\_\_\_ Other \_\_\_\_\_

**Level of Responsibility:**   GS 9-13   Pay Band \_\_\_\_\_ WG/WM \_\_\_\_\_**Duration:** 3 months \_\_\_\_\_ 6 months   X   Other \_\_\_\_\_**Timeframe:** 1<sup>st</sup> quarter \_\_\_\_\_ 2<sup>nd</sup> quarter \_\_\_\_\_ 3<sup>rd</sup> quarter   X   4<sup>th</sup> quarter   X  **Title of Assignment:** Management and Policy Analyst

**Assignment Objective:** Broaden employee understanding of NOAA's missions and goals from a management perspective to enhance personal and professional growth.

**Description:**

As a detailee to the Decision Coordination Office (DCO), you will be provided the opportunity to work with NOAA leadership on key, seminal program and policy issues. You will work regularly with the NOAA Executive Council (NEC) and NOAA Executive Panel (NEP), comprised of Assistant Administrators and Deputy Assistant Administrators of NOAA's line offices, and staff office Directors and Deputy Directors. You will work closely on a daily basis with staff from the Office of the Under Secretary.

You will conduct analyses of decision and policy proposals submitted for approval to the NEC, NEP, and at NOAA senior staff meetings. You will coordinate high-level decision-making processes by developing agendas, scheduling meetings, coordinating briefing documents for NEC/NEP meetings, and reviewing briefing materials for quality.

You will routinely prepare actions and minutes from leadership meetings and formulate decision memoranda for signature by the Under Secretary and Deputy Under Secretary. You will track line and staff office action items and report on progress and review responses to actions for quality, timeliness, and responsiveness. You will provide technical and analytical support as needed to NOAA senior leadership in NOAA-wide policy development and decision-making. You will report directly to the Executive Director to the Chief of Staff and the NOAA Chief of Staff.

**NOAA Line/Staff Office:** Office of the Under Secretary of Commerce for Oceans and Atmosphere, Decision Coordination Office

**Point of Contact:** Michael Matthews, Executive Director to the Chief of Staff (202) 482-3454 Fax - 202-408-9674 e-mail: *Mike.Matthews@noaa.gov*

SO-05-CIO

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

**Occupational Category:**

Managerial   X                        Technical   X                        Analytical       

Administrative   X                        Clerical/Support                             Other       

**Level of Responsibility:**   GS-9/13                        Pay Band                             WG/WM       

**Duration:**    3 months                             6 months   X                        Other       

**Timeframe:** 1<sup>st</sup> quarter   X                        2<sup>nd</sup> quarter                             3<sup>rd</sup> quarter                             4<sup>th</sup> quarter       

**Title of Assignment:** Program/Performance Management:   NOAA Liaison to the Project Manager, Recreation One Stop E-Gov Initiative  

**Assignment Objective:**

- 1) Provide NOAA and DOC liaison and interface to the Recreation One Stop OMB E-Gov initiative.
- 2) Learn/apply program management skills in the multi-agency working environment of the RecOneStop Project Manager (Dept of Interior - DOI).
- 3) Gain exposure to interfacing with OMB.

**Description of Tasks:**

Candidate will work for the NOAA CIO and directly provide the NOAA interface with the RecOneStop Project Manager. Candidate will interact closely with the Director, Office of Planning and Performance Management at DOI, senior staff of the participating partners, and stakeholders. The position will involve contact and coordination with numerous federal organizations and non-federal entities. This is an excellent opportunity to gain knowledge and exposure to emerging Internet and E-government policy development and overall project management subscribing to and following OMB guidance.

The candidate will represent NOAA's activities which assist the project manager in one or more of the following:

- refine the performance measures for the RecML and Recreation.gov components of the project to update the Performance Reference Model, particularly regarding the interface to NOAA data, information, and services applicable to support recreation.gov as well as requirements and opportunities for NOAA to utilize recreation.gov
- document the "use cases" and update the user requirements for the project for NOAA and other partner agencies
- Help update and maintain the Exhibit 300 for this initiative ensuring NOAA input is identified

- Document how the project generated the results desired in Annual Performance Plans of the partner agencies; ensure NOAA is credited with applicable “in-kind services”.
- Suggest modifications in the project plan and/or the performance goals of DOI, NOAA and the other partner agencies regarding this initiative

**Special Requirements and Selection Criteria:**

Duty station will be primarily at Main Interior building, C Street SW, D.C. Some duty time in NOAA OCIO, SSMC-3 9<sup>th</sup> floor will be required. Consideration to minimize time at Main Interior will be given if this is an impediment to qualified candidates and in coordination with DOI.

**NOAA Line/Staff Office:** Office of the Chief Information Officer

**Point of Contact:** Carl Staton (carl.staton@noaa.gov) (301)713-9600 x179

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
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**Occupational Category:**

Managerial\_\_\_\_\_ Technical\_\_\_\_\_ Analytical\_\_\_\_\_

Administrative   X   Clerical/Support\_\_\_\_\_ Other\_\_\_\_\_

**Level of Responsibility:** GS 7-12 Pay Band\_\_\_\_\_ WG/WM\_\_\_\_\_

**Duration:** 3 months\_\_\_\_\_ 6 months   X   Other\_\_\_\_\_

**Timeframe:** 1<sup>st</sup> quarter   X   2<sup>nd</sup> quarter   X   3<sup>rd</sup> quarter   X   4<sup>th</sup> quarter

**Title of Assignment:** Grants Management Specialist

**Assignment Objective:**

To develop expertise in the business side of the grants/cooperative agreement award process.

**Description of Tasks:**

Participants would be responsible for reviewing, resolving problems, conducting cost analysis, negotiating, and awarding grants and/or cooperative agreements in support of NOAA's missions. As well, participants would be responsible for reviewing quarterly, semi-annual, and annual financial reports, processing a variety of no-cost administrative actions, and assisting with the day-to-day operations of the Grants Management Division including responding to inquiries from program offices and recipients, providing advice and guidance regarding grant awards and administration, ensuring adequacy and completeness of file documentation in support of audit activities, and assisting with closing out completed grants/cooperative agreements.

**Special Requirements and Selection Criteria:**

- MULTIPLE POSITIONS ARE AVAILABLE
- Ability to handle multiple tasks simultaneously
- Ability to communicate effectively both orally and in writing
- Ability to work under pressure
- Strong analytical skills
- Budget, finance, and business-related background is helpful

**NOAA Line/Staff Office:** Acquisition and Grants Office

**Point of Contact:** Helen Hurcombe, 713-0325

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**Occupational Category:**

Managerial \_\_\_\_\_ Technical \_\_\_\_\_ Analytical **XX**  
 Administrative \_\_\_\_\_ Clerical/Support \_\_\_\_\_ Other \_\_\_\_\_

**Level of Responsibility:** GS **13/14** Pay Band \_\_\_\_\_ WG/WM \_\_\_\_\_

**Duration:** 3 months **XX** 6 months **XX** Other **XX**

**Timeframe:** 1<sup>st</sup> quarter \_\_\_\_\_ 2<sup>nd</sup> quarter **X** 3<sup>rd</sup> quarter **X** 4<sup>th</sup> quarter **X**

**Title of Assignment:** Business Process Reengineering--Facilities

**Assignment Objective:** NOAA Chief Administrative Officer (CAO) is undertaking a major business process reengineering effort designed to improve the existing business processes employed by NOAA in planning for and managing facilities, including investments for major construction projects. This challenging undertaking will require a variety of analytical competencies: investment planning, process mapping, project management, cost estimation, performance metrics (including earned value management), policy and procedure development, workforce planning.

Therefore, the CAO is seeking between 5-10 talented, motivated individuals who are interested in making an impact on NOAA future by improving the current investment and management processes for facilities. Individuals selected for these assignments (which can range from as little as 3 months, to as much as 1 year duration) will also benefit from being part of an integrated team, working collaboratively to assist in business process change and improvement.

**Description of Tasks:** The tasks will be varied, dependent on the competencies and interests of the individuals selected. The breadth of the tasks to be accomplished include the following:

- Developing and implementing a standard integrated, cost-estimating methodology for new construction projects.
- Developing and implementing a performance monitoring system (using the principles of earned value management) for major construction projects.
- Developing and implementing a capital investment review process for major construction projects.
- Developing and implementing a standard construction project planning and management process.
- Developing policy, procedures, and guidance to support implementation of the standard business processes.

- Developing and implementing a workforce plan, including competency development, to support implementation of the reengineered business processes across NOAA.

**Special Requirements and Selection Criteria:**

- Individuals must possess one or more of the following competencies: investment planning, process mapping, project management, cost estimation, performance metrics (including earned value management), policy and procedure development, workforce planning.
- Individual must be committed to business process improvement, and interested in making a positive impact on NOAA future.
- Individuals must be able to work as part of an integrated team, working collaboratively to assist in business process change and improvement.

**NOAA Line/Staff Office:** Office of Chief Administrative Officer

**Point of Contact:** John Shanahan (301)713-2034

APPENDIX A  
SO-10-CAO

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY

**Occupational Category:**

Managerial\_\_\_\_\_ Technical\_\_\_\_\_ Analytical\_\_X\_  
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Administrative \_\_\_\_\_ Clerical/Support \_\_\_\_\_ Other\_\_\_\_\_

**Level of Responsibility:** GS-11/12 Pay Band \_\_\_\_\_ WG/WM \_\_\_\_\_

**Duration:** 3 months \_\_\_\_\_ 6 months\_\_X\_\_ Other\_\_\_\_\_

**Timeframe:** 1<sup>st</sup> quarter\_\_ 2<sup>nd</sup> quarter\_\_ 3<sup>rd</sup> quarter\_X\_ 4<sup>th</sup> quarter\_X\_

**Title of Assignment:** Real Property Management Assistant

**Assignment Objective:** Review and assist with the processing of GSA Rent for NOAA's facilities nation-wide. This includes developing financial data and pertinent facility information for all Line and Staff Offices from the existing Federal Real Property Management database.

**Description of Tasks:** The individual will research and extract information from the Federal RPM database to develop rent projections by line office, program office, geographic area and by specific facility. This information will be used to brief each Line Office of their anticipated Rent charges for the 3<sup>rd</sup> and 4<sup>th</sup> quarter of FY 2004. This individual will assist the office with developing documentation of the current process and providing recommendations for streamlining the current process.

**Special Requirements and Selection Criteria:** This individual will be required to work independently and have a thorough working knowledge of excel in order to develop the required spreadsheets. The project may require research of various sources to obtain necessary information.

**NOAA Line/Staff Office:** Office of Finance and Administration

**Point of Contact:** Roy Eckert, Chief  
Facility Management Division

SO-11-CAO

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

**Occupational Category:**

Managerial\_\_\_\_\_ Technical\_\_\_\_\_ Analytical\_\_X\_\_

Administrative \_\_\_\_\_ Clerical/Support \_\_\_\_\_ Other\_\_\_\_\_

**Level of Responsibility:** GS\_12/13\_\_\_\_\_ Pay Band \_\_\_\_\_ WG/WM \_\_\_\_\_

**Duration:** 3 months \_\_\_\_\_ 6 months\_\_x\_\_ Other\_\_\_\_\_

**Timeframe:** 1<sup>st</sup> quarter\_\_ 2<sup>nd</sup> quarter\_x\_ 3<sup>rd</sup> quarter\_x\_ 4<sup>th</sup> quarter\_x\_

**Title of Assignment:** OCAO Budget and Org. Development

**Assignment Objective:** To assist the newly-established Office of the Chief Administrative Officer for NOAA to develop and implement an effective budget management function, while providing the employee with broad exposure to NOAA's administrative functions, including facilities construction, preventive maintenance, environmental compliance, logistics, civil rights, audits, information systems and the administrative support centers.

**Description of Tasks:** This position will provide opportunities for the employee to participate to his or her fullest potential in the development, justification, execution and evaluation of the OCAO's budget. Activities may include database development, analyses of financial requirements, development of briefing materials, budget execution (including analysis of variances), cost/performance management system development, Congressional relations, cost/benefit analysis and similar financial analytic projects. The specific duties will depend on the skills and interests of the employee.

**Special Requirements and Selection Criteria:** Desirable skills include: database development and maintenance; budget, accounting and financial analysis; program planning and evaluation; excellent written and verbal communication; expertise with Excel; knowledge of legislative and budgeting process.

**NOAA Line/Staff Office:** OCAO

**Point of Contact:** Tyndall Traversa